

Burris Laboratory School

Student Handbook 2010-2011

**Department of Teachers College
Ball State University
Burris Laboratory School Corporation**

**2000 W. University Avenue
Muncie, Indiana 47306-1062**

Phone: (765) 285-1131

FAX: (765) 285-8620

Text Telephone: (765) 285-5870

School Calendar – 2010-2011

August 18	First Day of School
August 20	No School, BSU Faculty Meetings
September 6	Labor Day, No School
October 22	Fall Break, No School
November 24-26	Thanksgiving Break, No School
December 21	End of Fall Semester for High School, Winter Break begins
January 5	Classes Resume
January 17	Martin Luther King, Jr. Day, No School
February 21	President's Day, No School
March 7-11	Spring Break, No School
April 8	No School
April 22	No School
May 30	Memorial Day – No School
June 1	Last Day of School (unless make up days are needed)
June 2	No School – Possible Make up Day
June 3	Graduation – No School Possible Make up Day

A full academic calendar is available from our website at <http://www.bsu.edu/burris>
The official school calendar is located at <http://www.dynacal.com/burris>

ADMINISTRATIVE STAFF

Dr. William Sharp, Superintendent of Burris Laboratory School.....	TC
Dr. Jay McGee, Principal & Dept. Chair	285-8600
Ms. Lisa Berry, Assistant Principal	285-1131
Mrs. Dawn Miller, Assistant for Elementary and Special Programs	285-1131
Mr. Ray Dawson, Athletic Dir. & Safety Specialist.	285-8607
Mrs. Brenda Campbell, Secretary	285-1131
Mrs. Ashley Flannery, Guidance Counselor.....	285-2341
Mrs. Linda Gray, Health Services Coordinator	285-2340
Mrs. Dorothy Marvell, Financial Coordinator.....	285-2303
Mrs. Julie Maugherman, Guidance Counselor	285-2341
Mrs. Naomi McLaren, Systems Administrator and Office Supervisor...	285-2888
Ms. Elaine Orr, Administrative Coordinator	285-2887
Mr. Fred Shears, Media Coordinator	285-8601

MISSION

As its mission, the Burris Laboratory School provides the development, demonstration, and dissemination of effective and innovative teaching practices, offers an exemplary preservice clinical program for teaching majors, accommodates research, and operates an educationally-sound instructional program for its K-12 population. This mission is based on the belief that all students can learn and will be empowered to develop to their fullest intellectual, social, artistic, and physical potentials.

VISION

Burris Laboratory School is a community of learners whose scholarship takes place in an environment of mutual trust and respect. Teaching emphasizes maximum growth and achievement for each member of the community. Learning becomes more and more autonomous and is characterized by the understanding and application of increasingly complex concepts and content.

HISTORY

Burris Laboratory School was established in 1929, as part of Teachers College, Ball State University, and the Muncie Schools. The purpose for Burris, as outlined in the Mission Statement, has not changed significantly throughout the history of the school. Burris is no longer a part of the Muncie Schools. Since 1974 it has been a separate school district and has the entire state of Indiana as its enrollment district. In 1990, Burris, with the addition of the Indiana Academy of Science, Mathematics, and Humanities, became part of University Schools. In 2004, Burris and the Indiana Academy became separate school corporations. Burris is the only school in the Burris Laboratory School Corporation.

Burris School is named after Dr. Benjamin Burris, Dean of Teachers College, Ball State University at the time of the construction of the school. This building, which underwent an 11.7 million-dollar renovation in 1993, has always been the home of Burris School. The renovation not only improved the appearance of the inside of the building but also up-graded the facilities to include four computer labs, a distance learning studio and well-equipped science laboratories.

Burris is fully accredited by the North Central Association of Colleges and Schools and by the State of Indiana. Burris does not have a school board; therefore, the Ball State University Board of Trustees is the ultimate authority for school policies.

LEARNER OUTCOMES

The desired learner outcomes established by Burris Laboratory School are the result of numerous meetings and discussions with faculty, parents and administrators. The list of learner outcomes is the result of this collaborative effort and has the consensus of the entire Burris faculty.

1. A Burris High School graduate should be a problem solver.
2. A Burris High School graduate should be an independent learner.
3. A Burris High School graduate should be self-disciplined.
4. A Burris High School graduate should be goal oriented.
5. A Burris High School graduate should have a positive self-concept.
6. A Burris graduate should be well rounded: academically, physically, aesthetically, and emotionally.
7. A Burris graduate should be responsible.
8. A Burris graduate should be technologically literate.
9. A Burris graduate should be able to communicate (read, write, speak, listen) effectively.
10. A Burris graduate should have a core knowledge of basic skills.
11. A Burris graduate should be enthusiastic about learning.
12. A Burris graduate should be adaptable to change.

These learner outcomes are developed at every level, giving each student the opportunity to grow and achieve these outcomes upon graduation from Burris.

ADMISSION TO BURRIS SCHOOL

Burris Laboratory School's admissions procedures are intended to create a diverse student population in response to its role in teacher preparation in the state of Indiana. Moreover, the school is prepared to provide appropriate educational programs for students with special needs. Because Burris identifies itself as a family school, admissions will continue to focus on enabling siblings to attend Burris. Whenever there are grade level openings, current Burris families will be offered priority for admission of siblings who do not attend Burris. When class enrollment openings remain after sibling registration, Burris will utilize a lottery system for applications from families with no current Burris children. The school will admit students only at the beginning of the academic year, unless an unusual situation arises. There is no Burris Admissions Committee. The principal is responsible for the public announcements for applications. The full admissions policy and a timeline of deadlines are available in the main office and online at <http://www.bsu.edu/burris>.

SCHOOL HOURS

Burris Elementary School hours are 8:00 a.m. to 2:00 p.m. Morning kindergarten is from 8:00 a.m. to 10:30 a.m., and afternoon kindergarten is from 11:30 a.m. to 2:00 p.m. Burris Middle School and Burris High School hours are 8:00 a.m. to 3:00 p.m. Students are expected to be in class promptly at 8:00 a.m. and to leave at dismissal. Waiting for another sibling to be dismissed at 3:00 or for another activity to begin later in the afternoon is not acceptable.

Students are not to be on the playground prior to the start of school. Students may use the playground after school, with adult supervision.

The school office hours are 7:30 a.m. to 4:30 p.m. during the school year and from 7:30 a.m. to 4:00 p.m. in the summer.

EMERGENCY CANCELLATION OF SCHOOL

When the weather is hazardous, parents should use individual discretion about bringing their student(s) to school. Burris School is part of Ball State University and will normally be open unless the University closes. If for some reason it is necessary to cancel school, the local radio stations will be notified by 6:30 a.m. Please do not call the school for this information.

STUDENT FEES

Prompt payment of fees is required to maintain good standing as a Burris student. Fees not paid by stated due dates are subject to collection, which can include additional collection fees being added to the student's bill.

The parent or legal guardian of a student at Burris Lab School agrees to be legally bound and fully responsible for any costs, fees, charges, expenses or assessments levied on the student by Ball State University, the Indiana Academy, or Burris Laboratory School.

Parents/guardians are responsible without limitation for any costs, fees, course fees, charges, expenses, or assessments levied on their student by Burris Laboratory School, Ball State University, the Indiana Academy, or any other institution that now or may become affiliated with Ball State University. These costs, fees, charges or assessments include any amounts incurred by the student during the period of the student's attendance or enrollment at Burris Laboratory School or the Indiana Academy or in any course offered by Ball State University in which the student can enroll as a Burris student. These costs may include, but not limited to, student fees, tuition, meal charges, parking fees, traffic violations, book store charges, library fines and fees, student technology fees, health center fees, recreation fees, extracurricular activity fees, computer fees, and long distance telephone charges. EXCEPTION: Parents/guardians are NOT responsible for course/textbook rental fees at Burris Laboratory School for students who qualify for free or reduced meals for that school year and request textbook assistance.

Our entire fee policy is available upon request and is also available on our Web site.

STUDENT SERVICES

A. Library

The Burris Laboratory School Library serves K-12 students, faculty and University students. Library hours are 7:50 a.m. to 3:45 p.m. Monday through Thursday. The library closes at 3:00 on Friday.

1. Overdue Notice

Overdue notices are sent out periodically throughout the year. Students receiving incorrect notices must notify the librarian. Final notices are sent at the end of the school year to students who have not returned library materials. Replacement cost for lost books will be charged.. Charges not paid by the end of the summer are added to the next year's fees.

2. Student conduct in the library

Students are expected to be considerate of others at all times and to assist in keeping the library neat and orderly. Food is not permitted in the library. Computers in the library are for student use. Students are expected to follow the same policies and procedures for computer use outlined in this handbook.

3. Loan periods

Books may be checked out for one or two weeks. Materials may be renewed. Special allowances will be made for extended class projects or research papers. Reference materials may be checked out overnight.

B. Bracken Library

Burris students in grades 9-12 may use Bracken Library for supplementary materials by requesting proper forms from the Burris librarian. The student and parent must sign the form which (a) acknowledges their responsibility for lost and/or damaged materials and (b) gives permission for the use of the student's social security number on the student identification card. After completion of this process, the student may request library privileges. The following guidelines govern use of Bracken Library by Burris students in grades 9-12.

1. Borrowing will be limited to General Collection books. Special requests for borrowing other materials will be considered.
2. Students will be charged for lost or damaged materials.
3. Two weeks after the due date, materials not returned will be declared lost and the student will be notified. Replacement cost charges will be owed to the Burris Office if borrowed materials are not returned within sixty calendar days after being declared lost.
4. Bracken Library will notify Burris School officials of any student with overdue materials.
5. If abuse of library privileges occurs, Bracken Library may modify user privileges.

C. Health

Burris has one full time nurse on duty daily during the school hours.

1. Medication

- a. No medication, including non-prescription drugs, shall be dispensed or administered by the staff of Burris except when prescribed by a physician and authorized in writing by a parent or guardian.
- b. Any medication to be dispensed must carry the original prescription label or the physician's written instructions and signature as well as the child's name.
- c. All medication should be taken to the nurse's office for dispensing and safe storage. NO medication, including NON-PRESCRIPTION drugs, may be kept in any student's possession while in school.

- d. Following the final day of the school year, all medications remaining in the clinic will be destroyed if not claimed.
2. Clinic Use
 - a. The health clinic is available for limited use while waiting for transportation home for students who become ill or injured. Parents should make every effort to see that their child is picked up promptly upon being notified.
 - b. Students should know the name of the family physician and how to reach a parent in the event of illness or accident. For this reason, student records should be kept current in the school office. A backup person who is willing to provide care or transportation for ill students should be listed on the school information record.
3. Contagious Diseases
 - a. The school nurse should be informed of students with serious or contagious illness.
 - b. Any child who appears ill or has an elevated temperature over 99.6 degrees will be sent home. An ill child with an elevated temperature should remain at home for 24 hours following the return to a normal temperature, 98.6 degrees or below.
 - c. A child having indication of pink eye, lice, bed bugs, scabies, ringworm or impetigo will be excluded from school until seen by a physician or until treatment is completed. A medical release to return to school may be requested. For a student with head lice, the majority of the nits must be removed from the hair before the student returns to school. Before returning to the classroom, the infested child's head must be inspected by the school nurse or administrator in the presence of a parent.
4. Physicals

Physicals are required for all students NEW to Burris and for students entering the FOURTH and NINTH grades. Completed forms, signed by a physician, should be returned to the school nurse NO LATER than the first day of school. Burris health forms are available in the main office or your physician may submit a Muncie Community School health form.
5. Immunizations

Indiana State Law (PL205-1985) requires that the parents of all students furnish to the school a written statement of the child's immunization records no later than the first day of school. The statement must show that the child has been immunized against diphtheria, whooping cough, tetanus, rubella, poliomyelitis, mumps and two doses of measles vaccine, preferably the MMR, and after the child's first birthday. The law states that no child shall be permitted to attend school beyond the first day of school without furnishing this written statement.

Effective July 1, 1999, all children in kindergarten and first grade must be immunized against Hepatitis B for enrollment in school. The three dose series must be completed for enrollment.

Effective July 1, 2004, all children entering kindergarten must be immunized against Varicella (chicken pox) for enrollment in school.

Only written religious exemptions or medical exemptions from a physician will be accepted to exempt a child from Indiana State required immunizations. This is a part of the Indiana State Law (PL205-1985). A written exemption must be submitted for each year the student attends Burris.
6. Testing
 - a. Vision Testing - Indiana state law requires that students be vision tested in grades K-1 by a vision specialist and in grades 3 and 8 by the school nurse.

- b. Hearing Testing - Indiana State law requires that students should be hearing tested in grades 1,4,7, and 10. New students are also tested. If a student is found to have a hearing problem, a referral may be made to a physician or an audiologist for additional testing and/or treatment. A student is not required to have a hearing test if his/her parents request that he/she not be tested. A written request must be submitted to the school by the parent if a student is not to be tested. At Burris, the speech-language pathologist administers most hearing tests in the fall. If more information is needed, please contact Mrs. Turner in room 110.

D. Guidance and Counseling

The guidance counselor serves students in all grades at Burris School. Teachers, students, and parents are encouraged to contact the guidance counselor to refer students for counseling. The guidance counselor provides programs to assist with graduation, college placement, scholarships, self-improvement, self-development, and interpersonal skill development in addition to information and assistance in other areas that may be requested. K-12 students and parents are encouraged to use materials in the Counseling Center. An open door policy is maintained whenever possible.

E. Cafeteria Services

1. The cafeteria serves a breakfast from 7:30 a.m. to 8:00 a.m. Students wishing to have breakfast before going to class may do so by using cash or by using their Burris Bucks. The cost of breakfast is \$2.30.
2. Elementary and middle school students are required to be in the cafeteria during their respective lunch hour.
3. A hot lunch is served daily, along with a choice of sandwiches including peanut butter and jelly and bologna and cheese. A sandwich can be substituted for the main course in the hot lunch program. This balanced lunch costs \$3.10 and includes milk. Cost of lunch for faculty, staff, and guests is \$4.15 plus tax.
4. Lunch can be purchased on a daily basis with cash or an account can be established where the student can use their ID cards to purchase lunch. Parents may send money weekly or monthly through the students to the school Financial Coordinator in the special envelope printed specifically for this purpose. Brochures and more information is available in the office.
5. High School students may buy their lunch in the school cafeteria or may leave the building for lunch. High school students that leave the building for lunch are expected to be back in time for their next class. High School students may also eat in Elliott Dining room.
6. A number of nourishing snacks are offered throughout the day in the cafeteria at reasonable prices. Items may be purchased in cash or with Burris Bucks. Students may not make purchases for another student using their Burris Bucks.
7. A parent or guardian must provide a physician's documentation of any food allergies that may preclude a student from ingesting certain foods or liquids. This documentation must be provided to the school nurse on or before the first day that the student will be selecting his/her meal from the cafeteria.
8. Food consumed in the cafeteria must be purchased from the cafeteria or brought from home. Food purchased from commercial vendors (such as Wendy's or ordered/delivered pizza) cannot be brought into the cafeteria during lunchroom hours.
9. All elementary students are not permitted to use the vending machines between the hours of 7:00 a.m. and 2:00 p.m.

F. Lockers

1. All lockers available for student use on the school premises are the property of Ball State University and Burris Laboratory School Corporation. These lockers are made available for storing school supplies and personal items which are necessary for use at school, not for items which cause or can reasonably be foreseen to cause an interference with school purposes or which are forbidden by law.
2. The student's use of the locker does not diminish the school corporation's or university's ownership or control of the locker. The School Corporation retains the right to inspect the locker and its contents. (See Search and Seizure.)

G. Lost and Found

1. Most lost and found is placed in the hall outside the cafeteria. On a regular basis, all unclaimed items will be given to charity.
2. Occasionally, students misplace or lose their textbooks or workbooks. In this case, the student will contact the Financial Coordinator for a replacement textbook. Payment must be made for the lost book at this time.
3. If the lost book is found, the Financial Coordinator will issue a full refund.

WELLNESS POLICY

Burris Laboratory School is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activity through the following efforts:

1. Organizing an advisory committee of parents, students, faculty, a health professional, food service professionals, staff and administrators;
2. Reviewing and improving nutritional standards;
3. Increasing nutritional education that is offered;
4. Sustaining current level of scheduled physical activity and provide further opportunities to engage in physical activity; and
5. Providing guidance for future decisions in nutrition and physical activity.

STUDENT NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. FERPA gives parents or students over 18 years of age certain rights concerning the student's education records. They are:

1. **The right to inspect and review the student's education records** within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request that a school correct records that a parent or eligible student believes are inaccurate or misleading.** They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records.** The School has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the principal within twenty days from the date of this notification that she/he will not permit distribution of any or all of such information: name, participation in officially recognized activities and sports; height and weight, if a member of an athletic team, dates of attendance, date of graduation and awards received; and any other information the School considers would not be harmful or an invasion of privacy, if disclosed.

However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need-to-know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations doing certain studies for the school;
- Accrediting organizations;

- Individuals who have obtained court orders or subpoenas;
 - Persons who need to know in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific state laws.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW
 Washington, DC 20202-4605

ACADMIC HONESTY

Students of Burris Laboratory School must conform to the highest ethical standards predicated upon a personal commitment to behave with honesty and integrity at all times.

I. Violations

The decision of whether academic dishonesty has occurred rests with the instructor. Instructors are required to use the Academic Dishonesty Report to report any incident of Academic Dishonesty to the Assistant Principal, the Academic Honesty Committee, the Athletic Director, the student and the student's parents / guardians within 21 calendar days of the receipt of the assignment.

Academic dishonesty includes, but is not limited to, the following:

1. Violations of procedures which protect the integrity of a quiz, examination, or similar evaluation, such as:
 - a. Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the faculty member;
 - b. Copying from another person's paper or knowingly giving one's work to another student to use as their own;
 - c. Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the faculty member;
 - d. Possessing, buying, selling, obtaining, giving, or using a copy of any unauthorized materials intended to be used as or in the preparation of a quiz or examination or similar evaluation;
 - e. Taking a quiz or examination or similar evaluation in the place of another person;
 - f. Utilizing another person to take a quiz, examination or similar evaluation in place of oneself;
 - g. Changing material on a graded examination and then requesting a re-grading of the examination;
 - h. Cooperating with someone else (i.e. another student, family member, etc.) on a quiz, examination, or similar evaluation without the prior consent of the faculty member.
2. Plagiarism or violations of procedures prescribed to protect the integrity of an assignment, such as:
 - a. Submitting an assignment purporting to be the student's original work, which has been wholly or partially created by another person;
 - b. Presenting as one's own work, ideas, representations, or words of another person's without customary and proper acknowledgment of sources (including all forms of media sources);
 - c. Submitting as newly executed work, without the faculty member's prior consent or knowledge, one's own work which has been previously presented for another class elsewhere;
 - d. Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work;
 - e. Cooperation with another person in academic dishonesty, either directly or indirectly as an intermediary agent or broker;
 - f. Knowingly destroying or altering another student's work whether in written form, computer files, artwork, or other format;
 - g. Aiding, abetting, or attempting to commit an act or action that constitutes academic dishonesty.

II. Penalties

A student may appeal a decision by an instructor that academic dishonesty has occurred. The appeal must specifically detail/explain the basis on which the student appeals the teacher's decision of academic dishonesty and must be submitted, in writing to the Academic Honesty Committee, within five days of the filed Academic Dishonesty Report. A student's parents/guardians will be informed of any incidents of academic dishonesty.

- First Offense: No credit will be awarded for the assignment or activity involving the academic dishonesty. The student must complete an educational program on academic honesty as assigned by the Academic Honesty Committee. An incident report will be filed, the student's teachers and extra-curricular advisors will be notified, and there will be a conference with the student's parents / guardians.
- Second Offense in Any Course: No credit will be awarded for the assignment or activity involving the academic dishonesty and the student will be required to complete an additional educational program on academic honesty. Additionally, the student will serve a five-day lunch and after school suspension. An incident report will be filed, the student's teachers and extra-curricular advisors will be notified, and there will be a conference with the student's parents / guardians.
- Third Offense in Any Course: In the event of a third offense in any course, a student will be referred to the Academic Honesty Committee for possible expulsion from Burriss Laboratory School or for a forced no credit in the course(s) in which violations occurred. If the latter of these options is exercised, the student will be required to continue attending the course under behavior and academic contracts.

ATTENDANCE

A. LAW AND PHILOSOPHY

A student is granted a maximum of (10) days he or she may be absent per year. A parent must verify these absences or the child will be considered truant. Students are required to be in attendance every day (See Exempt Absences, pages 10 and 11). Regular attendance and punctuality are expected and essential for success in school.

B. POLICY

As part of the performance-based accreditation process in Indiana, the attendance rate is expected to be 95% among Burriss students during the school year.

C. PARENT'S RESPONSIBILITIES

1. Parents are responsible for transporting their children to and from school.
2. School begins at 8:00 a.m. for all students and ends at 2:00 p.m. for elementary students and 3:00 p.m. for middle school and high school students. Students, who do not drive, should be picked up as soon as school is over. Morning kindergarten parents must pick up their children promptly at 10:30 a.m. and afternoon kindergarten parents must pick up their children promptly at 2:00 p.m.
3. Parents should make every effort to schedule medical, dental, or other appointments outside of school hours. Appointment verification, provided by the medical professional should be provided upon the students return. Burriss may verify appointments.
4. Family vacations must be planned around the school calendar. Vacation days are counted toward the student's allowable ten (10) absences per year. This also applies to other activities not associated with the school that requires the student to miss school in order to participate. The Pre-Arranged Absence Form must be completed by parents and approved by an administrator.
5. Whenever a student is going to be absent, tardy, or must leave school early, the parent must notify Burriss for the day involved before 8:30 a.m. by calling 285-1131. There is a voice mail system for reporting during the hours the office is closed. Students are not to report their own absence. If the student is absent several consecutive days, the parent must call each day by 8:30 to report the absence. Any student that is out of school for three or more consecutive days due to their health condition must have a doctor's statement in order to return to school.

6. Parents will complete the Pre-Arranged Absence Form at least one week prior to any pending absence. This does not guarantee that the absence will be approved. Emergencies will be treated individually.
7. Parents will keep all records current and up-to-date with the school. This is particularly important when there is a job change and/or a change in emergency contact number changes.
8. If a student is absent and there is no parent communication (phone call or note) as to why the student is absent, the student is truant.
9. Parents should regularly monitor their child's academic progress through PowerSchool (grades 6-12).
10. A parent wishing to meet with a teacher during school hours must give that teacher sufficient notice so arrangements can be made.

D. STUDENT RESPONSIBILITIES

1. Students in grades 1-8 are to remain in school for the entire day. Students in grades 9-12 may leave the building during their lunch period provided they return in time for their next class.
2. Students who need to leave Burris during the school day must get permission from either the principal or designee. The student also must have his or her parent/guardian sign them out in the office or provide a note from home or have a parent call the school office. The student will inform the office prior to leaving the building and give an estimated time of return. Failure to follow this procedure constitutes truancy.
3. Students who become ill during the school day must report to the school nurse. The nurse will determine if it is necessary for the student to go home; the nurse will make all necessary arrangements. Students may not be permitted to drive home alone. Failure to follow this procedure constitutes truancy.
4. Students are responsible to make up any missed assignments with their teachers immediately upon their return to class.
5. Students must attend school all day in order to participate in any extracurricular activity, event, contest, practice, rehearsal, or meeting held after school that day. The principal or designee must clear all exceptions.
6. Attendance is taken at the beginning of each class and transferred to the student's permanent record at the end of the academic year. The Bureau of Motor Vehicles will not issue a driver's license or permit to a student who is habitually truant. Habitually truant is defined as "having absences from school for more than ten (10) days of school in one (1) school year".
7. When the student is tardy to class, the student is reported present but tardy.

E. EXEMPT ABSENCES

Absences that do not count toward the ten (10) allowable absences will be called exempt absences. The following types of absences constitute exempt:

1. Serving as a page for or as an honoree of the general assembly.
2. Serving on the precinct election board or as a helper to a political candidate or to a political party.
3. Being issued a subpoena to appear in court as a witness in a judicial proceeding.
4. Ordered to active duty by the Indiana National Guard.
5. Receiving religious instruction.
6. Religious observances that are not available outside of school hours.
7. Medical or dental appointments.
 - (a) The medical and dental offices must provide forms verifying visits/appointments
 - (b) Students with medical and dental appointments which must be scheduled during the school day are expected to attend school except for the time of the appointment.

8. Illness at school excused by school nurse.
9. Immediate family emergency. Documentation maybe required.
10. Deaths and funerals for immediate family members.
11. Deaths and funerals of extended family or close friends arranged in advance by a parent.
12. College and career days (up to but not exceeding 3 days). Proof of parental permission and documentation of the visit is required.
13. In-School Suspension.
14. Other emergencies and unusual circumstances as approved by the principal or designee.

In order for the absence to be *exempt*, a written note must be turned in to Burris within three (3) days of the student returning to school after the absence.

STUDENTS ARE RESPONSIBLE FOR KEEPING TRACK OF THEIR ABSENCES TO AVOID ANY LOSS OF OPPORTUNITIES AT BURRIS.

F. VERIFYING AN ABSENCE

The following information is to be provided when calling or writing a note to notify the school of an absence:

1. Student's first and last name.
2. Date(s) of absence.
3. Reason for absence.
4. Parent/guardian's name, signature and telephone number where the parent/guardian can be reached.

G. ABSENCE, TRUANCY, AND/OR TARDY

All attendance is entered into the computer for record keeping purposes. The attendance is calculated at the end of each day and is on the permanent record of each student. If a student is present for 1-3 periods, the student is present for ½ day. If a student is present 4 or more periods, the student is present the entire day.

Middle and High School Tardy Policy

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class begins.

1. Late arrival to first period – When a student arrives at school after the bell, he/she should report directly to the main office to receive a pass. Students will be admitted into any first period class from 8:00-8:05 a.m. without a pass. A student more than 5 minutes late must receive a pass from the main office upon entering the building.
2. Late arrival to periods two through seven – Students arriving more than 5 minutes late to class must receive a pass from the main office prior to being admitted to class.

After the third tardy of the semester, a parent notification letter will be sent home.

On the fifth through fifteenth tardies, the student will be assigned a closed lunch period for each tardy, the date to be determined by the Burris administration. Students are to report to the main office the day of their closed lunch to sign in and determine the location of their lunch. Parents will be notified.

On the sixteenth through twentieth tardy, the student will be assigned a two-hour detention (one hour closed lunch and one hour after school detention). Parents will be notified. It is important to note that detention will take precedence over all school events. If a student gets a detention the day of a game or any other school activity, the student must serve the detention before participation in the game or school activity.

After the twentieth tardy, the student will be assigned an in-school suspension for each additional tardy. After two in-school suspensions, Delaware County Child Protective Services and the Delaware County Prosecutor's Office will be notified of the habitually tardy status of the student.

Elementary School Tardy Policy

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class begins.

1. Late arrival to class – When a student arrives at school after the bell, he/she should report directly to the main office to receive a pass. Students will be admitted into any first period class from 8:00-8:05 a.m. without a pass. A student

more than 5 minutes late must receive a pass from the main office upon entering the building.

After the third tardy of the semester, a parent notification letter will be sent home.

On the fifth through twentieth tardies – parents will receive notification of their child's tardies.

After the twentieth tardy of the semester, Delaware County Child Protective Services and the Delaware County Prosecutor's office will be notified of the habitually tardy status of the student.

H. TRUANCY

Truancy is defined as the willful non-attendance of a student from school or class without parent permission.

An accumulation of five (5) hours of truancy for a school year may constitute recommendation for suspension and/or expulsion.

I. FAILURE OF ATTENDANCE

Students exceeding ten (10) absences may be placed on an attendance contract, which may place limits on opportunities available at Burris.

The use of referral agencies is part of the structure for working with attendance concerns. An administrator will contact the parent or guardian to inform them of the referral and initiate appropriate action. Referrals may include but are not limited to Prosecutor's Office, Family Services, Juvenile Department, Child Protection Services, Department of Motor Vehicles, or other family and social service agencies.

J. EFFECT ON EXTRA-CURRICULAR ACTIVITIES

A student on out-of-school suspension may not participate in any extra-curricular activities: sports, dances, concerts, drama productions or any other activity representing Burris. This restriction is for the day that the student is serving his/her school suspension.

K. ATTENDANCE APPEAL PROCEDURE

Students who wish to appeal the attendance contract must submit in writing an appeal within five (5) school days of receiving notice of being excessively tardy or absent. Upon receiving the appeal, the attendance committee will be notified of the appeal and will meet within ten (10) school days to hear the appeal. The student and/or parent/guardian will be expected to justify and support any new or relevant information for the attendance issue. The committee shall hear the student's request and will make a recommendation to the principal on the appeal for waiver of the policy.

L. PROLONGED MEDICAL CONDITION

Any student who is experiencing a prolonged medical condition will be required to fill out a Certificate of Incapacity which requires a signed physician's statement explaining the prolonged medical condition and expected impact on attendance.

M. COMPULSORY ATTENDANCE

All students from their initial enrollment in public school until they graduate or reach age 18 shall attend school each year for the number of days the schools are in session.

A student who enrolls in school before the fall term for the school year in which the student becomes seven years of age and is withdrawn from school shall not be subject to the compulsory attendance rule until the school year in which the student has or will reach age seven.

A student who is at least sixteen years of age but less than eighteen is bound by the compulsory attendance rule and may not withdraw from school before graduation unless:

- (1) The student, the student's parent (or guardian), and the principal agree to the withdrawal; and

- (2) At the exit interview, the student provides written acknowledgment of the withdrawal and the student's parent (or guardian) and the school principal each provide written consent for the student to withdraw from school. The principal will provide statistics with the likely consequences of life without a high school diploma and advise the student that withdrawal may result in the revocation of the student's employment certificate and driver's license or learner's permit.

N. MAKE-UP WORK

In any absence, it is the student's responsibility upon his/her return to meet with each teacher and determine any and all work, which must be complete. The number of days absent defines the number of days given for completion of make-up work.

STUDENT DISCIPLINE POLICY

In all matters relating to the discipline and conduct of students, school corporation personnel stand in relation of parents to the students of the school corporation and have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system.

A. CONDUCT EXPECTED

Burris students are expected to conduct themselves appropriately at all times, showing respect to others by being courteous and civil. Being a K-12 school, everyone is expected to set a good example for students and respect school property.

B. TYPES OF DISCIPLINARY ACTION

Recognizing that the behavior of some students may be disruptive and interfere with the purposes and educational functions of Burris, school officials may find it necessary to assign a consequence. In this event, administrators and staff members may proceed as follows, but not limited to the following consequences:

1. Removal from Class or Activity - Teacher.

(A) A teacher in grades 6 through 12 has the right to remove a student from his or her class or activity for a period of up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting.

(B) A teacher in grades K through 5 will have the right to remove a student from his or her classroom for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

2. Suspension from School - Principal.

In the event that suspension is necessary, the school principal (or designee) may deny a student the right to attend school or remove the student from any school function for a period of up to ten (10) school days.

When an expulsion is being recommended, a student may be suspended by the principal or his/her designee for more than ten (10) days, if it is determined that the student's continued suspension will prevent or substantially reduce the risk of interference with an educational function or school purposes, or to reduce the risk of a physical injury to the student, other students, school employees or visitors to the school. This suspension would continue until an expulsion decision has been rendered.

3. Expulsion. A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or a deadly weapon.

4. Other Types of Disciplinary Action. In addition to removal from class or activity, suspension or expulsion, disciplinary action may also include, but is not limited to:

- a. Counseling with a student or group of students.
- b. Conferences with a parent or group of parents.
- c. Assigning additional work.

- d. Rearranging class schedules.
- e. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
- f. Placing student on a disciplinary contract.
- g. Restricting extracurricular activities.
- h. Assignment by the principal or designee of a special course of study, an alternative educational program, or an alternative school.
- i. Assignment by the principal to not more than 120 hours of community service.
- j. Removal of a student from school sponsored transportation.
- k. Closed lunches.
- l. Referral to the juvenile court having jurisdiction over the student.

C. WHEN DISCIPLINARY RULES APPLY

- 1. On school grounds immediately before or during school hours, immediately after school hours, or any other time when the school is being used by a school group.
- 2. Off school grounds at a school activity, function, or event.
- 3. Traveling to or from school or a school activity, function or event.
- 4. Using property or equipment provided by the school.

In addition to the section C above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- 1. The unlawful activity may reasonably be considered to be an interference with school purposes;
- 2. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

D. GROUNDS FOR SUSPENSION OR EXPULSION

Grounds for suspension or expulsion are due to student misconduct or substantial disobedience. Examples of student misconduct or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

- 1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, schools grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- 2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, vandalizing or attempting to vandalize school property.
- 3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
5. Physical or verbal conflict and/or threatening or intimidation of any person for any purpose.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon. Any such object may be confiscated and held until the end of the school year.
8. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogen drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision, but any medical prescription must be stored with the school nurse.
9. Possessing, using or transmitting any substance, which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, or transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
12. Failing to comply with directions of teachers or other school personnel during any period of time when the student is under their supervision, where the failure constitutes an interference with school purposes or an educational function. Examples include, but are not limited to:
 - a. Refusing to cooperate with any teachers or other school personnel.
 - b. Disrupting class; including but not limited to:
 - failing to remain in seat when required to do so
 - talking without permission
 - throwing objects in class
 - any type of disruptive noise making
 - bothering other students, and
 - repeated tardiness
13. Falsely accusing any person of violating a school rule or a state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting or conspiring with another person to violate a school rule, or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. Engaging in sexual behavior on school property;
 - b. Disobedience of administrative authority;
 - c. Willful absence or tardiness of students (e.g., leaving school without permission; deliberately not attending class);
 - d. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar or offensive to school purposes;

- e. Failing to tell the truth about any matter under investigation by school personnel;
 - f. Disruptive behavior on school property including, but not limited to, running, loitering, yelling, or other disruption in the hallways, cafeteria, library, auditorium or classrooms.
 - g. Refusing to give a name to a teacher or administrator when asked to do so or addressing a teacher or administrator in a loud, defiant or abusive manner.
 - h. Academic misconduct including, but not limited to cheating or plagiarism.
 - i. Forging a note or any other school related document.
 - j. Habitual failure to have text, paper, pencils, etc., which are known to be required for class.
 - k. Refusing to do work as directed in class.
 - l. Accessing computer systems which the student has not been authorized to use, including, but not limited to using another person's password or hacking into other systems or accounts.
 - m. Bullying: overt, repeated acts or gestures, including: verbal or written communications, physical acts, or any other behaviors intended to harass, ridicule, humiliate, intimidate, or harm the other student.
17. Possessing, using, transmitting, selling or accepting any tobacco on school grounds or during any school activity, function or event, including traveling to and from such activity, function or event. Tobacco includes (a) Chewing tobacco; (b) Cigars, cigarettes, and snuff that contain tobacco; and (c) Pipe tobacco.
 18. Engaging in or assisting another student in sexually harassing another person, including another student.
 19. Giving or setting false fire alarms, false bomb threats, or false smoke alarms.
 20. Possessing, selling, transmitting, accepting or using fireworks or other similar devices.

E. POSSESSION OF A FIREARM

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - an antique firearm.
 - a rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
3. A student who is identified as bringing, possessing, handling or transmitting any firearm to school, or onto school property or to a school function, activity or event, shall be suspended for up to 10 days and expelled for a period of not less than one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
4. The Principal shall notify the Delaware County Prosecutor's Office when a student is expelled under this rule.
5. Any such firearm may be confiscated and held until the end of the school year.
6. A student identified, evaluated and enrolled in special education who possesses a firearm on school property will be provided additional procedural safeguards as required under the IDEA.

F. POSSESSION OF A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be a deadly weapon under this rule:
 - a weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. A student who is identified as bringing, possessing, handling or transmitting any deadly weapon to school, or onto school property or to a school function, activity or event shall be suspended for up to 10 days and may be expelled for a period of not more than one calendar year with the return of the student to be at the beginning of the first semester after the one year period.
4. Any such deadly weapon may be confiscated and held until the end of the school year.
5. The Principal shall notify the Delaware County Prosecutor's Office when a student is expelled under this rule.

TOBACCO POLICY

Smoking is not condoned or encouraged by Burris Laboratory School. The Burris/Academy campus, Ball State University property, and St. Mary's Church property are smoke free locations. Possessing, using, transmitting, selling or accepting any tobacco on school grounds or during any school activity, function or event, including traveling to and from such activity, function or event may result in a student's suspension or expulsion from Burris. Tobacco includes (a) chewing tobacco; (b) Cigars, cigarettes, and snuff that contain tobacco; and (c) Pipe tobacco.

A person who knowingly sells or distributes tobacco to a person less than eighteen (18) years of age commits a Class C infraction. A person less than eighteen (18) years of age whom: (a) purchases tobacco; (b) accepts tobacco for personal use; or (c) possesses tobacco on his person; commits a Class C infraction.

DRUG AND ALCOHOL TESTING POLICY FOR STUDENTS

Burris Laboratory School has a responsibility for the health and safety of its students during the course of the school day, at all athletic events, at all non-athletic extra-curricular activities and at all co-curricular activities. Student drug and alcohol use poses a serious risk to health and safety in today's society and the school is not immune to such risk in carrying out its responsibility.

Indiana Code 20-8.1-5.1-19 provides for the health measures to be governed by school officials.

Indiana Code 313-34-1-7 establishes the responsibility of schools to assist children found to be ill or in need of care, treatment, or rehabilitation.

A. Definitions

As used in this policy, the terms "substance use/abuse," "drug or alcohol problems," or similar phrases include, without limitation, the following:

1. Use or under the influence of any drug, intoxicant, controlled substance or other substance made unlawful by law or regulation;
2. Use or under the influence of any alcoholic beverage or similar intoxicant;
3. Use of any prescription medication not strictly in accordance with the direction of a licensed physician;
4. Use of any non-prescription or over-the-counter medication or of any other substance, legal or illegal, in a way that noticeably impairs or alters mood, behaviors, motor skills or mental functions (except use of a substance strictly in accordance with the direction of a licensed physician.)

The term “use” means consuming, ingesting, drinking, injecting, demonstrating, inhaling or smoking drugs or alcohol.

The term “under the influence” means any positive test that was administered under this policy. Any confirmed evidential breath test with a value of .020 or greater is the definition of under the influence of alcohol.

The term “alcohol” means ethyl alcohol and includes all beverages, mixtures, medications, inhalants or preparations that contain ethyl alcohol.

The term “drug” means any substance that has known mind-or-function-altering effects upon the human body or that impairs one’s ability to safely perform his or her work, and specifically includes, but is not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all substances illegal under federal or Indiana law, all synthetic, counterfeit or designer drugs, all “look alike” drugs, all drug paraphernalia and nicotine.

B. Reasonable Suspicion

Based upon the above observations, Burris Laboratory School will institute beginning immediately a drug testing policy which reserves the right to test any student based upon individualized reasonable suspicion of drugs, alcohol, intoxicant, or tobacco usage which may be evidenced by documented physical symptoms, observations or information implicating the use of such drugs or alcohol

C. Statement of Purpose for the Program

The purpose of the drug testing policy is:

1. to deter drug and alcohol abuse;
2. to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse;
3. to prevent injury, illness and harm as a result of drug and/or alcohol abuse;
4. to help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and
5. to maintain a safe environment free of alcohol and drug use for all students of Burris Laboratory School.

The purpose of this policy is not to discipline, but to provide a diagnostic tool in disclosing possible drug-related problems and to extend the educational drug programs. It is further hoped that this policy will promote the health and safety of all Burris Laboratory School students and employees as well as all individuals that participate in school-related activities.

D. Testing Procedure

In the event that reasonable suspicion exists for the school to request a student be tested, the responsible parent or guardian will be notified and asked to take the student to Pathologists Associated prior to 5:00 PM on the day of the request. Representatives of Pathologists Associated will collect a urine specimen and supervise the chain-of-custody collection to insure the integrity and validity of the testing process. Burris Laboratory School will incur the cost of initial testing which will involve a five-panel screening that tests for the presence of amphetamines, cocaine, PCP, cannabis and opiates. The responsible parent/ guardian may want to request and incur the cost of additional screening on any positive test to reaffirm positive results (GCMS testing). Pathologists Associated will forward in a strictly confidential manner testing results to the Principal, Burris Laboratory School, or the designated representative, who will share the results with the parent/guardian. If the results are positive, the principal will proceed as follows:

1. **First Positive Test**– The results of the test will be provided to the parent/guardian. If the parent/guardian wants a retest administered on the same sample, (GCMS testing), the full cost of the retest shall be borne by the parent/guardian. The principal or the principal’s designee will work with the parent/guardian to provide guidance in seeking assessment and/or treatment as an alternative to suspension and/or expulsion. A student who tests positive will be placed on contract. Failure to participate in any recommended program for assistance in treatment will result in a recommendation of expulsion for a minimum of the remaining semester.
2. **Second or Subsequent Positive Test** – When any student tests positive a second or subsequent time (not including a prior retest that was paid for by the parent/guardian), the student will be suspended, and the school will initiate a request for the student’s expulsion for a minimum of the remaining semester. The results or the second positive test will be provided to the parent guardian.

If the parent /guardian wants a retest administered on the same sample, (GCMS testing), the full cost of the retest shall be borne by the parent/guardian.

Refusal to Submit to Test – A student’s refusal to submit to a drug and/or alcohol test or to provide a valid specimen will be considered an admission of a violation of school policy or school rules pertaining to the use and possession of drugs or alcohol. If the laboratory reports the presence of an adulterant in the specimen provided, the school shall deem it a refusal to provide a valid specimen. This violation of school policy and/or school rules will be dealt with according to the school’s policy and rule on the student suspension and expulsion.

TRESPASSING

Any employee may order a person who causes a disturbance or who interferes with the educational process to leave the premises and authorize law enforcement officers to remove persons who do not comply with such requests. A student who is currently suspended out of school, expelled, or withdrawn will be considered guilty of trespassing if on school property during school hours or at school activities without permission.

PARENT PARTICIPATION POLICY

A parent (including a guardian or custodian) of a dependent student, at the discretion of and upon proper notice by a school official, shall be required to participate in any disciplinary action involving the student’s behavior which is authorized under this Student Handbook.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after-school-home-study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary. When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in one of the following ways:

- A. Telephone contact by a school official in advance of the meeting, conference or hearing.
- B. Personal delivery of written notice of the required attendance at the meeting, conference or hearing by a school official.

The superintendent, principal or other administrative official shall be authorized upon receipt of parental consent to require the student to participate in drug or alcohol abuse evaluation by a licensed agency if such testing or evaluation is reasonably necessary to help any student, to further school purposes or to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent.

Upon receipt of proper notice, any parent, guardian or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student’s own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be considered to be a “child in need of services” in accordance with Indiana law.

PROCEDURES FOR SUSPENSION AND EXPULSION

A. DEFINITIONS

The following terms used in this Student Handbook shall have the following meanings (unless otherwise expressly provided herein);

- 1. Principal - shall mean the principal of Burriss or his/her designee. Assistant principals/administrative assistant and deans shall be considered principal’s designees for this purpose.
- 2. Superintendent - shall mean the superintendent of Burriss Laboratory School or his or her designee.
- 3. Dean of Teacher’s College - shall mean the Dean of Teacher’s College or his or her designee.

B. SUSPENSION

When the principal determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. A written or oral statement of the charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting will precede suspension of the student except where the nature of the misconduct requires immediate removal, as determined by the principal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal or designee.

C. EXPULSION

When a principal recommends to the superintendent that a student be expelled from school, the following procedures will be followed:

1. A principal may request that a student be denied the right to attend or to take part in any school function for a period greater than ten (10) school days. The principal; shall file this request in writing with the superintendent or designee.
2. The superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel.
 - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.

The superintendent or a person designated above may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

3. An expulsion will not take place until student and student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or person designated above. Failure by a student or a student's parent to request and appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the Superintendent of Burriss Laboratory School.
4. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
5. At the expulsion meeting, the principal (or principal's designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
6. If an expulsion meeting is held, the person conducting the meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
7. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the Superintendent of Burriss Laboratory School within 10 days of receipt of the notice of the action taken. The student or parent appeal to the Superintendent of Burriss Laboratory School must be in writing. If an appeal is properly made, the Superintendent of Burriss Laboratory School must consider the appeal. In considering the appeal, the Superintendent will review the written summary of the expulsion meeting and

the arguments of the school administration and the student and/or the student's parent. The Superintendent will then take any action he or she deems appropriate.

8. If the student is disabled and in special education, then prior to the principal's request, a case conference will be held to determine whether there is a causal relationship between the misconduct and the student's disability. If a causal relationship is found to exist, then the student will not be expelled and his program will be adjusted as necessary. If no causal relationship is found then the principal's request may proceed, but educational services will continue in an adjusted manner as per an Individualized Education Plan.

DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES

Students with disabilities are subject to the discipline rules adopted by the board of school trustees and, therefore, may be suspended or expelled for any violation(s) of such rules. In accordance with applicable Indiana law, administrators shall take the following disciplinary actions:

A. SUSPENSION

A suspension is defined as a unilateral, temporary cessation of educational or related services. A short-term removal of a student pursuant to the student's individualized education program is not a suspension. Students with disabilities may be suspended as many as ten (10) consecutive school days and no more than ten (10) cumulative school days in a school year. Before a student with disabilities can be suspended, the student must be afforded a meeting with the principal, wherein the student is entitled to:

- (1) a written or oral statement of the charges against the student;
- (2) if the student denies the charge, a summary of the evidence against the student; and
- (3) an opportunity to explain the student's conduct.

This meeting shall precede the suspension of the student unless the nature of the misconduct requires immediate removal of the student.

Notice of the suspension shall be given to the parent on the same day the decision to suspend is made.

B. EXPULSION/CHANGE OF PLACEMENT

An expulsion is defined as separation from school attendance or a related service for more than ten (10) consecutive school days or ten (10) cumulative school days in a school year.

Before a student with disabilities can be expelled from school, the student and the student's parent must be afforded the opportunity to attend an expulsion meeting before an appointed expulsion examiner. However, prior to any expulsion meeting, the case conference committee must meet to:

- (1) conduct a functional behavioral assessment and develop a behavioral intervention plan (or review the plan if already in place and modify if necessary to address the behavior problem); and
- (2) review the student's behavior and determine whether (a) the behavior is caused by, or is a manifestation of, the student's disability or (b) the behavior is the direct result of the school's failure to implement the student's IEP. If the conduct was the direct result of the school's failure to implement the IEP, the school must take immediate steps to remedy those deficiencies. If the committee determines there is such a causal relationship between the student's behavior and the student's disability, the student may not be expelled. If, however, the committee determines there is no causal relationship between the student's behavior and the student's disability, the parent may:
 - (a) request the appointment of an independent hearing officer to contest the committee's determination;
 - (b) request an expulsion meeting; or
 - (c) waive the right to an expulsion meeting.

In the event of the expulsion of a student with disabilities, the student shall continue to receive a free appropriate public education. The case conference committee shall determine the educational services that will be provided during the expulsion period and where the services will be provided.

C. EXPULSION FOR WEAPONS, ILLEGAL DRUGS, OR SERIOUS BODILY INJURY

If a student with disabilities either brings a weapon (including a firearm) to school or a school function, knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or inflicts serious bodily injury upon another person, the principal may suspend the student in accordance with the above provision on suspension or order the placement of the student in an interim alternative educational setting.

A case conference committee meeting shall be convened within 10 (ten) school days to determine the appropriate interim alternative educational setting and services for the student. The student may be placed in the alternative educational setting for no more than 45 calendar days. The parent of the student has the right to initiate a due process hearing regarding the committee's determination, but during the pendency of any such hearing, the student shall remain in the alternative setting.

The case conference committee shall also determine whether a causal relationship exists between the student's behavior and the student's disability. If there is a causal relationship, the student cannot be expelled. If the case conference committee determines there is no causal relationship, the student may be expelled in accordance with the expulsion procedures set forth in Burris' expulsion procedures for non-disabled students and be subject to the expulsion periods set forth in those procedures. During any expulsion period, the student shall continue to receive a free appropriate public education as determined by the case conference committee.

HARASSMENT

It is the policy of Burris Laboratory School to maintain a learning environment that is free from unlawful discrimination including sexual harassment. It is a violation of school rules and regulations for students to engage in harassment toward other students or for any employee to engage in harassment toward a student. Students are encouraged to report any incident of harassment in which they are involved or have observed.

A. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal, or physical conduct of a sexual nature when made to a student by any employee or another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; or,
2. Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that individual; or,
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment; or,
4. The student has indicated that such conduct is unwelcome by his or her conduct or verbal objections.

B. EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment may include, but is not limited to the following:

1. Verbal abuse of a sexual nature;
2. Unwelcome touching;
3. Pressure for sexual activity;
4. Suggesting or demanding sexual favors accompanied by implied or explicit threats concerning one's grades or promises of grades;
5. Continued or repeated sexual jokes, language, epithets, flirtation, advances or propositions;
6. Graphic verbal commentary about an individual's body, sexual prowess or sexual deficiencies, including social life;
7. Sexually degrading or vulgar words to describe an individual
8. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts or suggestive, insulting or obscene comments or gestures;
9. The display of sexually suggestive objects, pictures, posters or cartoons;
10. Name calling, relating stories, gossip, comments or jokes that may be derogatory toward a particular sex;
11. The display of sexually suggestive graffiti;
12. Retaliation against students for complaining about such behavior;

13. Asking questions about sexual conduct or sexual orientation or preferences;
14. Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual; or,
15. Repeated remarks to a person with sexual or demeaning implications.

All employees of Burris Laboratory School are prohibited from having a dating or sexual relationship with any student.

C. COMPLAINT PROCEDURE

If a student believes he or she has been the victim of sexual harassment or if a student has questions or concerns about this issue, the student should seek the help of another adult whom he or she can trust, such as a parent, teacher, counselor, parent or guardian, or one of the building administrators. The student or the adult assisting the student may make a written complaint to the building principal or the Title IX complaint designee of the School Corporation.

Filing a complaint will not adversely affect a student's grades, nor will the student be discriminated against because of the complaint.

As soon as a written report of the alleged harassment has been filed, the principal or his designee, will conduct a prompt investigation.

D. CONFIDENTIALITY

The right of confidentiality, both of the student and the accused, will be respected, consistent with Burris' legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. However, the identity of a student complaining of sexual harassment may be revealed to those individuals who have a need to know, which may include, but is not limited to the investigator, the student, the harasser(s), retaliator(s) or any witnesses.

E. SEXUAL HARASSMENT SANCTIONS FOR MISCONDUCT

If an investigation into a student's conduct reveals that it is more likely than not that the conduct alleged occurred, the student shall be subjected to prompt, appropriate remedial and/or disciplinary action which may include, but is not limited to, suspension and/or expulsion consistent with the Student Conduct Code.

Any student determined to be engaged in sexual harassment of another Burris student will be pulled immediately from their academic environment and will, at a minimum, spend the rest of the day in the office under direct supervision. In the course of that supervision, students will be:

1. Meeting with the guidance counselor to discuss relevant issues.
2. Parents will need to pick up their child at the end of the day after a meeting with either the assistant principal or principal to discuss possible consequences if this behavior should continue.

F. RETALIATION

Retaliation is prohibited against any student who bring charges of unlawful harassment or discrimination, or against any student or employee who assists in investigating such charges. Any student bringing an unlawful harassment or discrimination complaint or any student assisting in the investigation of such complaint will not be adversely affected in terms and conditions of the student's education nor discriminated against or unlawfully harassed because of the complaint.

G. FALSE REPORTING

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

The federal Drug-Free Schools and Communities Act establishes a drug free zone which extends 1000 feet beyond school property boundaries as well as to any school activity and transportation. This means that the sale, use distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants or look-alike drugs is prohibited. This prohibition also extends to any drug-related paraphernalia. In addition to be suspended or expelled, law enforcement officials will be notified when a student engages in this prohibited conduct.

SEARCH AND SEIZURE

School property such as lockers and desks are provided for student use subject to the right of the principal or designee to inspect and search any school property. Students do not have an expectation of privacy in any school property and shall not be permitted to deny entry to any school administrator by the use of a lock or other device.

The search of a student's person or property shall be based on a reasonable suspicion that the student has in their possession any item of an illicit or illegal nature, stolen property, or other such contraband that is forbidden to possess, or materials which may have been used to cause disruption to the educational process, or which may endanger students or school personnel. Reasonable suspicion may be based upon, but not limited to, student's tips, faculty referrals, parent phone calls, or suspicious behavior on the part of a student. Any information received will be examined as to its validity and credibility prior to any action being taken. The search may include:

- *The pockets of the students
- *A "pat down" of the exterior of the students clothing
- *Any item in the possession of the student such as a purse, book bag, gym bag, and or,
- *Objects such as an automobile

Searches will be conducted by an administrator or designee, in a private room by a person of the same sex as the student is being searched. A witness and/or student advocate will be present during the search.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is subject to suspension or expulsion.

Anything found in the course of a search which is evidence of a violation may be:

- *Seized and admitted as evidence in any suspension or expulsion meeting.
- *Returned to the parent or guardian of the student.
- *Destroyed if it has no significant value.
- *Turned over to the police.

The parent or guardian of any student searched shall be notified as soon as possible. Refusal by a student to have their person or property searched shall be subject to suspension and/or expulsion.

The principal or designee is authorized to arrange for the use of breath test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level since Burris has established a zero tolerance for alcohol use.

The principal or designee may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from a school administrator, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

FIELD TRIPS

Field trips can extend the learning experience beyond the normal confines of the regular classroom. Field trips supplement the students' educational experiences and are planned throughout the school year. In an effort to help defray field trip expenses, students may be required to pay admission and other fees in connection with the field trip, including a portion of the transportation costs.

HOMEWORK POLICY

1. Homework is an out-of-school assignment that contributes to the educational process of the student. Homework is an extension of class work and is related to the objectives of the curriculum.
2. Parents must request homework assignments by 9:00 a.m. in order for assignments to be ready by the end of the school day. Assignments for absences of one or two days may be obtained from fellow students or from the teacher on the student's return to school.

PLAYGROUND RULES

The Burris Backyard is meant to be enjoyed. In order to maintain safety, these rules must be followed:

- The Backyard closes at dark. No one is permitted on structure after dark.

- Smoking, fireworks or flames of any kind are prohibited at all times on school grounds. This includes grills.
- During school hours, the playground structure is given first priority to Burris students' use.
- After school hours, children may use the playground, but must be supervised by an adult parent or guardian.
- Children are not to play tag, chase, or run in ways that might endanger or intimidate toddlers or other little children.
- Younger children must be extended courtesy and privilege in using the slides and swings by older upper elementary, middle and high school students.
- To avoid any accidents, children are asked not to climb up the slides or the walls of the playground structure.
- All students should be careful, show respect for each other and have fun on the playground structure.
- Students who violate Burris Backyard rules will be banished from the playground.
- Additional toys and other materials are not to be taken into the playground unless they are requested and monitored by the teacher.
- Pets are prohibited in the playground area. Owners are to remove any and all pet litter.
- Food and drinks are to be consumed in the picnic table area and not in the playground area.
- All trash must be placed in trash containers.
- Smoking is prohibited at all times.
- Burris Laboratory School, Teachers College or Ball State University is not responsible for any accidents that occur outside of the direct supervision of school personnel.

TRANSPORTATION

Parents are responsible for transporting students to and from school. Please be attentive to the time schedule for the elementary, middle and high school. Students are expected to be in school on time. School begins at 8:00 a.m. for all grade levels. Students eating a school breakfast may arrive at 7:30 a.m. Students are expected to be picked up immediately upon dismissal. If students have an after school club or supervised activity, parents should pick up their child/children within 15 minutes after that activity ends.

Parents are not to pull into the parking lot near the loading dock to drop off their children. This area is very congested and very dangerous for students. Please drop off your child in the Lucina parking lot, the parking lot on the corner of Gilbert and Nichols, or in the parking lot on University across from Burris School.

A. Bicycles

Students may ride their bicycles to school. Bicycle racks are located outside the building where students are to park and lock their bicycle. It is not uncommon for bicycles to be stolen from racks on the Ball State campus. No bicycles are permitted inside the building.

Students are asked to be very careful as they approach the school building on their bicycles. Many small children will be walking on the sidewalks; therefore, it is advisable that students walk their bicycles onto and off the school property. This will help to prevent any accidents.

B. Automobiles/Motorized Vehicles

1. Any student who wishes to drive an automobile or other motorized vehicle to school must obtain a parking decal and register the vehicle with Ball State University Parking Services if they wish to park in any of the designated commuter lots on campus. A form must be obtained from the Main office to register the car with the University. The student is responsible for any applicable registration fee.
2. Students driving themselves to school are expected to be in school on time. Being tardy to class due to lack of parking or car trouble is an unacceptable excuse. Burris is not responsible for tickets or any accidents with privately owned vehicles.
3. The following rules are to be observed by all students and student drivers:
 - a. Obey all traffic laws.
 - b. Drive in a manner that is safe and courteous.
 - c. Students are not to be in or near vehicles from the time of arrival to the time of dismissal, excluding lunch, without the consent of the principal or designee.
 - d. Proceed immediately from the vehicle to the school upon arrival, and vice versa upon dismissal. Do not loiter in parking lots.

- e. Students are responsible for knowing and obeying the driving regulations contained herein and on the registration form. Ignorance of these rules will not be a valid excuse in cases where disciplinary action is taken.
- f. DRIVING TO SCHOOL IS A PRIVILEGE, NOT A RIGHT. If a student violates the driving regulations, parents may be notified.
- g. Be in school on time. Being tardy to class due to lack of parking is an unacceptable excuse.
- h. Burris is not responsible for tickets or any accidents with privately owned vehicles.

C. Skateboards

According to Ball State University policy, skateboards are not allowed on campus. Please do not bring your skateboard to school. University Police may confiscate skateboards.

STUDENT IDENTIFICATION (ID) CARD

All Burris students (1-12) are required to have a Burris Laboratory School photo ID card. A photograph for the ID card will be taken at the time that school pictures are taken in September. Any lost or stolen cards must be reported to the Financial Coordinator and a replacement will be made at a cost of \$5.00. Student ID cards may be used to attend athletic events, make lunch purchases in the school cafeteria and to purchase snacks. Student ID cards are valid for one year from the date of issue, usually October 1. Care must be taken not to misplace them during the summer.

PARENT(S)/GUARDIAN INFORMATION

It is necessary for Burris School officials to have accurate information concerning how to contact parents or guardians of Burris students in case of emergency. Your emergency contacts are people who may be responsible for picking up your child should the child become ill during the day and the parent/guardian can not be reached. Any change of information on any student's permanent records should be reported to the main office along with specific instructions on releasing a student to other individuals beside the parent or guardian.

FINANCIAL ASSISTANCE

Financial assistance to pay for school lunches and books is available to students of families meeting specific guidelines. Information concerning assistance is available from the Financial Coordinator. Please inquire if you feel you are eligible.

STUDENT CONDUCT

Burris students are expected to conduct themselves appropriately at all times, showing respect for others, behaving properly in the hallways, and using good manners in the cafeteria. Being a K-12 school, everyone is expected to set a good example for students and to respect school property.

PUBLIC DISPLAYS OF AFFECTION

No student while in the building or on the grounds of Burris should partake in inappropriate displays of affection including but not limited to: kissing, extended embraces, sitting on another person's lap, behaving in a sexually suggestive manner, or touching in an inappropriate area.

Here are examples of appropriate displays of affection: non-suggestive hugging, on-suggestive hand-holding, linking arms, high fives, or shoulder pats/ back slapping.

If any student is found participating in the above listed inappropriate behaviors, he or she will be properly reprimanded by the administration.

DRESS CODE

Appropriate clothing attire is important in the educational setting. Parents are encouraged to provide guidance on appropriate school clothes. Classroom teachers also may deem a student's attire inappropriate for his or her classroom. The following list is deemed Burris Laboratory School policy:

- school clothes must cover all undergarments and be of a length that covers the chest, stomach area, and lower back at all times.
- school clothes should not be revealing or sexually suggestive.
 - Shorts and skirts should be at least mid-thigh when the student is standing.
 - Shirts must cover in such a way that cleavage is not visible at any time.
 - Pants must be worn so that undergarments are not visible.

The following list includes, but is not limited to, clothing and accessories unacceptable at Burris Laboratory School:

- Anything displaying statements or symbols that promote sexual activity, drugs, alcohol, pornography, gang activity, or profanity
- Anything deemed insensitive to race, sexual orientation, cultural differences, religion, ethnicity, or gender

A student referral to administration for inappropriate school clothes will result in the following actions:

- Student will remain in the office until a change of clothes is provided for the student.
- Habitual offenders will meet with principal or designee and be dealt with on a case by case basis.

Teachers have the right to include in their classroom policy issues addressing winter coats, backpacks, and hats. Issues of safety such as in a physical education, science, or cooking class may deem it necessary to outline appropriate shoes. Field trips and/or school performances may require a specific dress code appropriate for the occasion.

CELL PHONES

HS

CELL PHONES ARE NOT PERMITTED IN CLASSROOMS AT ANYTIME DURING THE SCHOOL DAY. PHONES SHOULD NOT BE SEEN OR HEARD.

- 1st / 2nd offense held in office till the end of the day
- All subsequent offenses will result in the phone being held until parents retrieve the phone from the office.

MS/Elementary

CELL PHONES ARE NOT PERMITTED AT ANYTIME DURING THE SCHOOL DAY. PHONES SHOULD NOT BE SEEN OR HEARD.

- 1st / 2nd offense held in office till the end of the day
- All subsequent offenses will result in the phone being held until parents retrieve the phone from the office.

MESSAGE TO STUDENTS

Occasionally it is necessary for parents to communicate an emergency message to students. If this happens, parents are asked to call the school office. The emergency message will be sent to the student as quickly as possible. The school will not be responsible for any miscommunication that might occur in the transmission of messages. Messages will not be taken one hour prior to the close of the school day. Only emergency messages received directly from a parent or guardian will be accepted.

GRADING SYSTEM

A. Elementary School

Elementary students receive progress and achievement reports. No letter grades are given to evaluate students in the elementary grades. Evaluations are compiled regularly from a variety of sources such as self-appraisal, peer

interaction, informal conferences between student and teacher, and written feedback from other teachers. Report cards are written checklists and/or narratives provided to parents mid-year and at the end of the year. Parent conferences to discuss student progress are held in the fall and in the spring. The guidance office staff also schedules staffing conferences requested by faculty, parents, and/or students.

B. Middle School

Middle school students receive letter grades each semester for the core classes. Other classes, such as physical education, health, music, arts, and enrichment classes receive grades each six or twelve weeks. Parent conferences to discuss student progress are held in the fall and in the spring of each school year.

C. High School

1. High school students receive letter grades at mid-term and at the end of the semester. Final semester grades are recorded on their permanent record. Parent conferences are not scheduled, but parents are welcome to contact instructors for conferences. Teachers are also encouraged to make parent contact as necessary.
2. May Term is a part of the high school curriculum and is required for all high school students. Six May Term hours per year are required for all high school students to graduate from Burriss. The grading scale for May Term classes include A, B, C, and NC and do appear on the high school transcript. A student must earn 70 percent to pass May Term and have at least 90 percent attendance rate.

***Guidance office staff also schedules staffing conferences requested by faculty, parents, and/or students.

D. PowerSchool

Postings are updated on a regular basis for grades 6-12. Parents are encouraged to regularly track their child's progress through this program.

CORE 40

All students entering the ninth grade should work toward completing the Indiana Core 40. Students completing Core 40 at Burriss shall have completed a minimum of 45 credits.

Students should complete the Core 40 to be considered for admission to Indiana's four-year colleges. The same courses are strongly suggested for admission to a two-year public college or entry into the workforce. Complete the Core 40 by:

1. Taking 28 to 30 credits.

Language Arts	8 credits in literature, composition, and speech
Mathematics	6-8 credits in Algebra I, Geometry, Algebra II, and beyond
Science	6 credits in laboratory science from the following: 2 Biology 2 Physics or Chemistry and 2 additional credits from Chemistry, Physics, Earth/Space Science, Environmental Science, Physical Science, or other advanced science courses
Social Studies	6 credits distributed as follows: 2 U.S. History 1 U.S. Government 1 Economics 2 World History and Civilization
Physical Education	2 credits (two semesters)
Health and Wellness	1 credit (one semester)

2. Choosing 8 credits in courses from the list above or the list below.

Foreign Languages	Chinese, French, German, Japanese, Latin, Russian, or Spanish
Arts	Art, Music or Drama

Computers	Computer Applications
Career Area	At least 6 credits in a logical sequence from a technical career area.

3. Choosing 2 to 4 more credits from any courses at your school.

It is the responsibility of the student to see that the requirements for graduation are met.

All high school students are required to enroll in six credits per semester. To maintain enrollment at Burris, students must take all course work at Burris Laboratory School, Indiana Academy, or Ball State University. It is the responsibility of each student to complete and submit the proper paperwork for taking independent studies and Ball State University courses.

May term is a graduation requirement for all Burris High School students. Students should earn 6.0 May term credits per year. Letter grades are earned for May Term classes, but they are not calculated into the student's grade point averages.

Students considering athletics in college are strongly urged to be familiar with the NCAA Approved Course list and plan their academic courses accordingly. The list can be found on www.ncaaclearinghouse.net.

CORE 40 with ACADEMIC HONORS

In order for a Burris graduate to be eligible for a Core 40 with Academic Honors Diploma, the student must complete a minimum of forty-seven (47) high school semester credits earned during enrollment in grades 9-12. The following areas and courses are required:

(1) English Language Arts	8 credits
(2) Social Studies	6 credits
(3) Mathematics	8 credits
(4) Science	6 credits
(5) Foreign Language	6 or 8 credits
(6) Fine Arts	2 credits
(7) Health and Wellness	1 credit
(8) Physical Education	2 credits

In addition to the minimum course requirements, courses counting toward a Core 40 with Indiana Academic Honors Diploma are subject to the following requirements:

- (1) Language arts credits must include speech, literature, and composition
- (2) Social studies credits must include one semester of economics, one semester of government, two semesters of U.S. History, and two semesters of World History and Civilization.
- (3) Mathematics credits must include algebra II and another upper level mathematics course. If a student has completed algebra I in middle school, that student must earn only six (6) high school mathematics credits.
- (4) Science credits must include:
 - (A) 2 credits in biology
 - (B) 2 credits in chemistry or physics
 - (C) 2 additional credits from Chemistry, Physics, Earth/Space Science, Environmental Science, Physical Science, Adv. Chemistry, Adv. Physics or any other Core 40 science course
- (5) Foreign language credits must include:
 - (A) 6 credits in one language; or
 - (B) 4 credits in one language and 4 credits in another language.

(6) To meet the fine arts requirement, credit will be awarded for all fine arts and music classes including those that have a major emphasis on art or music history. Credit may be given in art media if the course emphasis is on production of creative products rather than technical aspects of the area.

Only courses in which a student has earned a grade of "C" or above may count toward a Core 40 with Academic Honors Diploma. To be eligible for a Core 40 with Academic Honors Diploma, a student must have a grade point average of "B"/3.0 or above. The overall average must be calculated by counting all courses taken. Thus, if a student retakes a course, the previous course grade or credit(s) cannot be dropped from the calculation of the grade point average. The number of attempted credits recorded on the student's transcript is used in calculating the overall grade point average. Independent

studies and internships may not be used to complete the required courses credits for a Core 40 with Academic Honors Diploma, but can count towards the total of 47 credits as elective credits.

Also, complete one of the following:

- Two Advanced Placement courses (4 credits) and corresponding AP exams
- Dual credit high school/college credit courses (6 transferable college credits)
- A combination of AP course (two credits) and corresponding AP exams and dual high school/college credit course(s) (3 transferable college credits)
- Score 1200 or higher on the combined SAT critical reading and math
- Score a 26 composite ACT
- An International Baccalaureate Diploma (not currently offered at Burris)

It is the responsibility of the student to see that the requirements for graduation are met.

All high school students are required to enroll in six credits per semester. To maintain enrollment at Burris, students must take all course work at Burris Laboratory School, Indiana Academy, or Ball State University. It is the responsibility of each student to complete and submit the proper paperwork for taking independent studies and Ball State University courses.

May term is a graduation requirement for all Burris High School students. Students should earn 6.0 May term credits per year. Letter grades are earned for May Term classes, but they are not calculated into the student's grade point averages.

Students considering athletics in college are strongly urged to be familiar with the NCAA Approved Course list and plan their academic courses accordingly. The list can be found on www.ncaaclearinghouse.net.

CORE 40 with TECHNICAL HONORS

In order for a Burris graduate to be eligible for a Core 40 with Technical Honors Diploma, the student must complete a minimum of forty-seven (47) high school semester credits earned during enrollment in grades 9-12. Students should complete the Core 40 to be considered for admission to Indiana's four-year colleges. The same courses are strongly suggested for admission to a two-year public college or entry into the workforce. The following areas and courses are required:

1. Taking 29 to 31 credits.

Language Arts	8 credits in literature, composition, and speech
Mathematics	6-8 credits in Algebra I, Geometry, Algebra II, and beyond
Science	6 credits in laboratory science from the following: <ul style="list-style-type: none">2 Biology2 Physics or Chemistryand 2 additional credits from Chemistry, Physics, Earth/Space Science, Environmental Science, Physical Science, or other advanced science courses
Social Studies	6 credits distributed as follows: <ul style="list-style-type: none">2 U.S. History1 U.S. Government1 Economics2 World History and Civilization
Physical Education	2 credits (two semesters)
Health and Wellness	1 credit (one semester)

2. Choosing 8 credits in courses from the list above or the list below.

Foreign Languages	Chinese, French, German, Japanese, Latin, Russian, or Spanish
Arts	Art, Music or Drama
Computers	Computer Applications
Career Area	At least 6 credits in a logical sequence from a technical career area.

3. Students must complete a career-technical program resulting in 8 or more related credits

4. It is recommended that students earn 2 additional credits in mathematics and 4-8 credits in World Languages for four year college admission.

Also, complete two of the following, one must be A or B:

- A. Score at or above the following levels on WorkKeys: Reading for Information—Level 6; Applied Mathematics Level 6; Locating Information—Level 5
- B. Complete dual high school/college credit courses in a technical area (6 college credits)
- C. Complete a Professional Career Internship course or Cooperative Education course (2 credits)
- D. Complete an industry-based work experience as part of two-year technical education program (minimum 140 hours)
- E. Earn a state-approved, industry recognized certification

Only courses in which a student has earned a grade of "C" or above may count toward a Core 40 with Technical Honors Diploma. To be eligible for a Core 40 with Technical Honors Diploma, a student must have a grade point average of "B"/3.0 or above. The overall average must be calculated by counting all courses taken. Thus, if a student retakes a course, the previous course grade or credit(s) cannot be dropped from the calculation of the grade point average. The number of attempted credits recorded on the student's transcript is used in calculating the overall grade point average. Independent studies and internships may not be used to complete the required courses credits for a Core 40 with Technical Honors Diploma, but can count towards the total of 47 credits.

It is the responsibility of the student to see that the requirements for graduation are met.

All high school students are required to enroll in six credits per semester. To maintain enrollment at Burris, students must take all course work at Burris Laboratory School, Indiana Academy, or Ball State University. It is the responsibility of each student to complete and submit the proper paperwork for taking independent studies and Ball State University courses.

May term is a graduation requirement for all Burris High School students. Students should earn 6.0 May term credits per year. Letter grades are earned for May Term classes, but they are not calculated into the student's grade point averages.

Students considering athletics in college are strongly urged to be familiar with the NCAA Approved Course list and plan their academic courses accordingly. The list can be found on www.ncaaclearinghouse.net.

Academy Classes - Burris students may enroll in classes at the Indiana Academy when appropriate and if class space is available. Advanced placement, distance learning, and optional foreign languages are open to Burris students. Enrollment is by permission only and placement testing may be required. Academy classes taken by Burris students will appear on the official transcript. Students interested in enrolling in an Academy class should discuss this option with the guidance counselor at Burris. Academy classes will, in most cases, count toward the Indiana Academic Honors Diploma and meet the requirements set by the NCAA for students wishing to participate in NCAA athletics. Students should check with the guidance counselor before enrolling to make certain that courses meet all requirements for the Indiana Academic Honors Diploma and the NCAA, where applicable.

Ball State University Classes - Burris juniors and seniors who have mastered the appropriate courses may investigate taking a course or courses at Ball State University. (Younger students who have not met junior status but who have an interest in a special Ball State offering must seek special permission from the principal). Burris requires that students have a minimum cumulative GPA of 3.00 or above to enroll in college classes. Students receiving a grade lower than a "C" in a college class will be required to take a full load of classes in Burris during the next term. No more than one college class may be taken each semester during the junior year and no more than two college classes may be taken each semester during the senior year unless special permission is granted by the principal. Students interested in taking Ball State courses should first consult with their parents and then discuss their interests with the guidance counselor. The appropriateness of said courses will be checked and each student will be informed of the necessary steps to register for a Ball State University course. Please note that a three credit hour course at Ball State University equals one Burris credit. A one or two credit hour course at Ball State University cannot be taken in place of one Burris class. Courses requested by a student are identified, and the guidance counselor will check to see if the desired course/courses will fit into the student's schedule and meet specific academic needs. If so, pink slips with specific instructions will be prepared and, after the student submits the forms to the guidance counselor, the forms will be taken to Burris 133A. Letters to the appropriate Ball State department chairs will be prepared so the student can acquire departmental permission to take the university courses, and the Burris principal will review and approve or deny the student's request. When a student returns to Room 133A to pick up the letter which goes to a department chair for a signature of approval, the student will be given a complete packet of materials which clearly defines the process to be completed before registration in a college class is official. A student will be officially enrolled in a Ball State class only if the student has completed all of the designated steps and paid the assigned university fees. Any student not appearing as a registered student in the Ball State University computer system cannot count the class as one of their six classes. Students and their parents are responsible for fees associated with university courses. Some students take courses for high school credit only (audit fee). Other students choose to take courses for dual credit (high school and college). In such a case, university fees for specific hours apply. The student and parents should make a determination of the type of credit that a

student earns. Any questions concerning these options may be addressed to the guidance counselor at 285-2341. All courses taken at the university become part of the student's official schedule, appear on the official high school transcript, and count toward the Indiana Academic Honors Diploma requirements, if applicable.

Effort Grade (E) - Faculty members at Burris Laboratory School have the option of issuing an E grade. This grade is granted when a student has worked to his/her highest potential in a class but was unable to master the assigned work at the passing level identified by the individual teaching the class. An E grade is a credit-bearing grade; however, it has no impact on the GPA. Only A, B, C, D, and NC grades are included in a student's GPA. An E grade in a course does count toward graduation requirements. When a faculty member is considering an E grade, consultation with the counselor, resource room personnel, section 504 coordinator, or other personnel working with the student's academic program is appropriate and recommended.

High School Credit Below Grade 9 - High school credit will be given for algebra or geometry taken during middle school at Burris. Transfer students will receive credit IF the prior school awarded high school credit. Students wishing to earn high school credit before entering the ninth grade must seek approval from the principal. Approval must be sought before the course is taken. Each request will be considered on an individual basis.

INC (Incomplete) - Should unusual circumstances arise, such as an illness or family emergency, that prevents the student from completing course work at mid-term or the end of the semester by the deadlines for grades to be issued, a teacher may issue an "I" (Incomplete) grade. To request a grade of "I", the teacher must request a form that is available in room 133A. This form must be submitted according to the deadlines for the submission of all other mid-term or final grades (8:00 a.m. on the third school day following the end of the mid-term or the semester, unless otherwise noted). Instructions for completing the form are included on the form. A deadline for completing assignments must be indicated on the form. To change the grade from "I", the teacher must complete an official grade change form no later than the end of the second school day following the above deadline. If the above requirements are not met and the grade change form is not filed, the "I" grade will automatically become a "NC" (no credit) on the third school day following the above deadline. Grades of "I" earn no credit, do not affect the GPA, and are not considered passing when determining athletic eligibility for a student. However, when the "I" grade is changed according to the above deadlines, the new grade will be used to determine athletic eligibility. All requests for use of "I" require completion of the form and approval of the principal.

Independent Study - Independent study is an option for juniors and seniors only with a cumulative GPA of 3.00 or above. This program provides students with an opportunity to extend their education beyond the courses that are on the schedule for the academic year (No course that appears on the schedule is to be taken as an independent study). Independent studies may not be used to meet the required credits for an Indiana Academic Honors Diploma, but can count towards the total of 47 credits. The NCAA Clearinghouse does not recognize Independent studies. Students who are planning to participate in NCAA athletics should not take independent study courses unless they are above and beyond regular graduation requirements. A student wishing to consider an independent study should discuss the appropriateness of the option with parents and the guidance counselor. The student must develop the program for the independent study with the assistance of a faculty advisor. Each student may include only one independent study as part of the required six classes each semester. Seniors may not take an independent study if enrolled in an internship. A student wishing to pursue an independent study must prepare the necessary forms that are available in the Burris Counseling Center. An Independent Study Proposal must be filled out appropriately, turned in by the established deadline, and signed by the student, parent, and advisor. The proposal committee's approval is required for each completed proposal to be valid. Failure to complete the proposal by the established deadline may result in the denial of the proposal and the placement of the student in a course from the Burris schedule. Grades for independent study are issued at mid-term and at the end of the semester. Time logs are to be maintained. Each independent study is worth one credit, and 90 hours of study must be documented. A final project, determined by the student and advisor of each independent study, is required. Each student will share the final project with peers and faculty personnel in an appropriate setting. Independent studies are part of a student's regular schedule and appear on the official transcript. Independent studies do **not** count toward the required courses for the Indiana Academic Honors Diploma credits.

Internships - Internships are an option for seniors only and must be career oriented. Students must have a minimum cumulative GPA of 3.00 or above. This program would extend their education beyond the courses that are on the schedule for the academic year. Only elective credit will be given for a completed internship. Students will not be permitted to take an internship and an independent study during the same semester. Internships require a documented log of 90 hours per semester credit. A student wishing to consider an internship should discuss the appropriateness of this option with parents, the guidance counselor, and the principal. A proposal for an internship must be completed, turned in by the established deadline, and signed by the student, parent, and supervisor of the internship. The proposal committee's approval is required for each internship. Internships are part of a student's regular schedule and appear on the official transcript. Failure to

complete the proposal by the established deadline may result in the denial of the proposal and the placement of the student in a course from the Burris schedule.

NC Grade - The indicator NC (No Credit) identifies a failing grade and is factored into the grade point average. NC is used when the student has not satisfactorily completed work assigned with a passing grade; the classroom teacher is responsible for determining the assignment of an NC.

Retaking Courses - Students wishing to repeat a course taken during the Fall Semester should take the course over during the Fall Semester. Students wishing to repeat a course taken during the Spring Semester should take the course over during the Spring Semester. The student's overall grade point average must be calculated by counting all attempted course credits and grades. Thus, if a student retakes a course, the previous course grade and credit(s) cannot be dropped from the calculation of the grade point average. No record of courses is dropped from the transcript. If a student retakes a class which was previously passed in an attempt to earn a higher grade, both grades will remain on the transcript, but the student will earn a credit for only the second course taken. If a student retakes a course previously passed and fails the second attempt, the credit from the first course remains and both grades are listed on the transcript. If a student has a question about retaking a class, the student should clear it through the guidance counselor. For athletic eligibility, students must pass 5 full credit courses (Burris PE counts as 1, BSU course must be a 3 hour course to count as 1) for which the student has not received prior credit. Example: A student retaking a course for an improved grade when the original grade was a D- or better is not allowed to count that course toward athletic eligibility. Consult the athletic director or guidance counselor for any clarification of this IHSA rule.

Seventh Semester Graduation - Students may opt to petition the principal to graduate at the completion of all graduation requirements at the end of the student's seventh semester in school. The principal may grant or deny the request.

ACCEPTABLE USE POLICY ON SCHOOL PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

Burris Laboratory School and Ball State University provide a data and communications network to facilitate communication within the school community and between the school community and the global community.

Ready access to information resources inside and outside the school provides academic support and promotes innovation. Resource sharing and communication both within the school and also with other educational institutions and enriches the learning environment for students and staff.

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Burris Laboratory School considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Burris expects that the faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing Burris provided Internet access must first have the permission of and must be supervised by the Burris Laboratory School's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of Burris providing Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Burris Laboratory School. Access is a privilege, not a right. Access entails responsibility.

Computer Use

Our school network is provided for the benefit of students and staff for academic purpose. The following guidelines have been established so that it can be used freely, safely, and efficiently.

- Assistance and Security

Every student is responsible for appropriate use of all computer labs, carts, hardware and software. If a student suspects there is a problem with hardware or software, the student must not attempt to correct the problem. Students must notify a teacher so that the problem may be reported. Students may be held financially responsible for any repair or replacement costs due to misuse of computer equipment.

Students using computers inappropriately will lose their privileges to the labs, carts and library computers. Student losing computer privileges may **not** access the computer for class assignments even under supervision of a teacher.

- File Safety

All student files need to be saved to a flash drive, iLocker account or to other Internet based storage services such as Google Docs. Every student at Burris has access to an iLocker account. Files stored on a flash drive can be lost if the drive gets damaged. Therefore, students should create a backup (or duplicate) copy of all personal files. Hardware and/or software problems can sometimes cause a loss of important data. It is highly recommended (required by some teachers) that each student purchase a flash drive. These are available in computer or department stores that carry computer supplies and are relatively inexpensive. The recommended place to store class files is the student's personal iLocker account.

The school cannot be responsible for student data. It is the student's responsibility to safeguard important data!

- General Lab Use

Students may use the computer lab/carts as a member of a class. Individual lab/cart use must be supervised. Class use of the lab/carts must be scheduled and supervised by a Burris faculty member. Lab/cart use after school hours must be under the direct supervision of a faculty member.

- Loss of Student Privileges

As with all privileges, misuse of the computer hardware and/or software as well as inappropriate behavior in any computer-related area can result in restricted or loss of individual or class LAN privileges.

Sharing Network Resources

Mutual respect when sharing resources and responsibility for one's actions apply to shared technology resources as they would anywhere else in the school. Priority should always be given to school assignments; and arrangements for sharing time on equipment should be negotiated fairly.

Guidelines:

Because school computers interact with our network and Ball State University networks in invisible but carefully designed way, it is possible to make destructive changes without realizing it. No alterations should be made to the hard drives of any school computers: don't change settings, add or delete programs; and don't run programs from disks without permission of the school system administrator. It is improper and illegal to copy programs, to tamper with hardware, to alter files, or to enter certain areas of the Burris or Ball State University network without authorization.

Burris and Ball State University's networks and the Internet, both within and beyond the school, are rich forums for debate. Their value lies in the meeting of many different minds. Harsh disagreement and personal attacks are not an acceptable use of the computer resources at any time.

Passwords

Respect the confidentiality of passwords. Passwords are never to be shared. Change your password when you think someone else may know it and notify the school administrator if you suspect passwords are being abused.

Email

The same rules of civility for speaking or writing apply to email. Language inappropriate in the school community is not permitted. Before sending an email message, be sure the email accurately communicates the content and tone as intended.

Privacy

Privacy is valued and respected in our school community. Users should not expect that files stored on school-based computers will always be private. Computer storage areas are like school lockers in that the school has the right to examine the contents of the file server and any email to maintain system integrity and ensure responsible use of the system.

In order to foster independent thought, creativity, and intellectual development, the school will only examine files when there is reason to suspect activity or material that violates the school's code of conduct or the law. This includes criminal activity, material that is obscene, material that is violent or actively encourages violent behavior, plagiarism or violation of intellectual rights or copyright laws, activity that endangers, demeans, threatens, or libels a person or persons, and material that denigrates people based on gender, race, ethnicity, disability, religious beliefs, or sexual identity.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit, or threatening language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission; and,
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of Burris policy and rules may result in loss of school provided access to the Internet. Additional disciplinary action may be determined at grade level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. Burris reserves the right to discipline students for actions taken off-campus if they are intended to have an effect on a student or they adversely affect the safety and well being of student and/or faculty while in school. This makes it a contractual, not a constitutional, issue.

Burris Laboratory School makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. Burris will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. Burris will not be responsible for the accuracy, nature, or quality of information stored on diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through Burris provided Internet access. Burris will not be responsible for personal property used to access Burris computers or networks or for Burris provided Internet access. Burris will not be responsible for unauthorized financial obligations resulting from Burris provided access to the Internet.

Parents of students in the Burris Laboratory School shall be provided with the following information:

- The Burris Laboratory School is pleased to offer its students' access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While Burris' intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should Burris institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with Burris' acceptable use policy. That notwithstanding, Burris believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Copyright and Plagiarism

- Responsible users of information always acknowledge their sources, both in formal and informal communications. Use information from the Internet in the same way you use information from any other public, published source: tell users where the information came from to show that it's reliable. Email messages are private and may not be quoted or sent on to anyone else without the permission of the original sender. Using someone else's words or ideas as if they are your own is never acceptable and can be illegal.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

SPORTS

Students are encouraged to participate in the athletic program, which is a joint program with Burris and the Indiana Academy. Sports included in the program are cheerleading, volleyball, cross-country, tennis, basketball, golf, track, soccer, and baseball. Each coach establishes individual rules that govern participation on the team. It is recommended that boys and girls who participate in the athletic program carry health insurance.

A. Purpose

Interscholastic athletics at Burris is viewed as an integral part of the learning experience offered to all students. While the emphasis is on the development of physical abilities that will allow students to successfully compete on the interscholastic level, Burris is also concerned that athletes develop those attitudes and characteristics related to discipline, leadership, commitment, cooperation, and sportsmanship that contribute to becoming a well-rounded individual. Effort is made to have participation in athletics complement the academic program at Burris, like other social and interpersonal skills' development activities.

B. Participation

Participation in interscholastic athletics requires a commitment and some sacrifices by the students and their families. All athletes on sponsored teams are expected to regularly attend before and/or after school practices, be available for competition on week-ends and during school vacation periods, and to maintain a high academic standing as Burris students. This requires that vacation plans and involvement in other outside activities be made with the athletic schedule in mind. Participation in athletics is an integral part of the total Burris experience. Every student is encouraged to participate in the sport of his or her choice and/or be engaged in other extra-curricular and co-curricular activities.

C. Indiana High School Athletic Association Eligibility Rules

IHSAA rules apply to student athletes at Burris. For more detailed information, please stop in at the Athletic Director's office for a copy of the Burris/Academy participation handbook.

D. Burris Eligibility Rules

In addition to IHSAA regulations, Burris requires that students be in good standing in terms of academic achievement, attendance, and conduct in order to participate. Individual sports coaches have requirements for attendance at practice, attitude, and effort that might affect a student's eligibility to compete.

E. NCAA Eligibility

Students are responsible for making sure of their eligibility to participate in a college level sport. (See guidance counselor or athletic director.)

F. Athletic Participation Handbook

Please refer to the athletic participation handbook for more detailed information and requirements. Handbooks are available in the Athletic Director's Office or from any coach. All athletes are required to review this handbook completely and meet all requirements.

B. Retaining Students for Athletic Purposes

Burris Laboratory School will not retain a student in a grade level for the sole purpose of improving the student's ability to participate in extracurricular programs.

PARENT-TEACHER-STUDENT-ORGANIZATION (PTSO)

The PTSO sponsors many activities during the school year and promotes fund raising events to financially support students and teachers needs. The PTSO meets monthly at the school. The PTSO Board consists of officers and directors representing parents, teachers, students and administrators from Burris and the Indiana Academy. Strong parent participation in the PTSO is vital for the organization to continue its programs. All PTSO meetings and sponsored programs are open to the public.

VISITORS

All visitors of the school, including parents and guardians, must check in with the main office, room 132, when coming in the building.

Those interested in observing a particular classroom, must schedule a time through the office.

Those students wishing to bring a visitor with them during the school day must seek approval from Burris administration one week prior to the guest's visit.

For this purpose, visitor is defined as someone living outside the local area and staying in the student's home for a limited vacation time. Students attending other schools in the local area are not visitors or permitted to be in the school building.

POLICY ON THE TREATMENT OF INDIVIDUALS WITH DISABILITIES AS PER SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT

It is the policy of Burris Laboratory School, Ball State University, not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission to access to, or treatment or employment in, any program or activity sponsored by this school corporation.

Inquires regarding compliance with this policy should be directed to the Section 504/ADA Coordinator of Burris Laboratory School, Ball State University, 765-285-2340, or to the Office for Civil Rights, Chicago, IL, 312-886-3456.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

1. Ball State University provides equal opportunity to all students and applicants for admission in its education programs, activities, and facilities without regard to race, religion, color, sex (except where sex is a bona fide qualification), sexual orientation, physical or mental disability, national origin, ancestry, or age.
2. Ball State University provides equal opportunity to all employees and applicants for employment in its recruitment, hiring, retention, promotion, tenure, transfer layoff, return from layoff, training, and other employment decisions and in

its compensation and benefits programs without regard to qualification), sexual orientation, physical or mental disability, national origin, ancestry, age, or citizenship (for U.S. citizens and protected lawfully-admitted aliens).

3. The University also takes affirmative action to employ and advance minorities, women, qualified disabled persons, and qualified disabled persons, and qualified disabled veterans and veterans of the Vietnam era. Information concerning the University's affirmative action programs can be obtained from the Office of Equal Opportunity and Affirmative Action, Ball State University, Muncie, IN 47306.
4. Each line administrator is responsible for ensuring that educational and employment decisions are made and implemented in accordance with the University's equal opportunity and affirmative action policy. All persons involved in the decision-making process, including members of faculty and other employee committees shall act in a nondiscriminatory manner. The Director of Equal Opportunity and Affirmative Action is responsible for developing, coordination, and implementing policies and procedures for institutional compliance with all applicable federal and state equal opportunity laws and regulations and for preparing and monitoring compliance with required affirmative action programs.
5. Complaints regarding unlawful discrimination should be filed within 45 calendar days following the alleged act or incident giving rise to the complaint in the Office of Equal Opportunity and Affirmative Action in accordance with the "Ball State University Office of Equal Opportunity and Affirmative Action Complaint Investigation Procedure and Appeal Process." A copy of this document may be obtained by contacting the Office of Equal Opportunity and Affirmative Action.

The President will review the University's equal opportunity and affirmative action policy and programs at least once each year, measure progress against the objectives stated in the affirmative action programs, and report findings and conclusions to the Board of Trustees.

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